



# Mountaineering Activities

## EVENTS PROTOCOL

Including Events with Young People

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## Part 1: THE WHY

<b>1.</b>	<b>Introduction</b>
<b>1.1</b>	<b>Scope and Intent</b>
	The following Protocol gives guidance on the procedure for the operation of mountaineering activities (e.g. competitions, coaching sessions, practical teaching seminars, climbing & mountaineering sessions – indoor and outdoor, international meets, exchange meets and club meets etc) which are arranged by the MCofS.
	This Protocol describes the overall tenet of such events. The detail of organising an event to this protocol is contained in the 'MCofS Event Organisational Guidance'.
	This Protocol relates specifically to the activities which are operated as events by unqualified (but not excluding qualified) experts acting as volunteers (operating as membership 'meets') and not professional instructional courses.
	Other guidance applies to MCofS events which are arranged for Mountain Safety Instruction and is not included in this document.
	The guidance can be regarded as being in two distinct parts: those relating to general events for adults (whether novice or expert) and those events organised for children (under 18) and delivered by adult volunteers (with or without the involvement of parents).
<b>1.2</b>	<b>Definition of terms used</b>
	<p>The following terms are used within this protocol:</p> <p><u>Volunteer</u>: A person offering their help and advice on an unpaid basis as a 'Host' on an event.</p> <p><u>Provider</u>: A person qualified to the National Standards being paid to provide a service.</p> <p><u>National Standards</u>: The National Awards in outdoor education recognised by the MCofS and operated by the MLT Boards (MLTUK, MLTS).</p> <p><u>Recognised Qualifications</u>: The qualifications / awards / certificates relating to activities provided by courses other than MLT Boards (e.g. Route-setting awards, judges courses).</p>

<b>2.</b>	<b>Mountaineering Activities</b>
<b>2.1</b>	<b>Range of Disciplines</b>
	<p>MCofS will undertake those mountaineering events that help fulfil its strategic aims and are detailed in the action plan of the various Mountaineering Development Frameworks.</p> <p>This Protocol is applicable to the running of activities in the following disciplines:</p> <ul style="list-style-type: none"> <li>• <b>Mountain Walking</b></li> <li>• <b>Scrambling</b></li> <li>• <b>Rock climbing (bouldering, sport climbing, adventure climbing)</b></li> <li>• <b>Winter climbing (ice climbing, sport mixed climbing / dry-tooling)</b></li> <li>• <b>Mountaineering (summer &amp; winter)</b></li> <li>• <b>Alpine climbing</b></li> <li>• <b>Greater Ranges Climbing</b></li> <li>• <b>Big Wall style Climbing</b></li> <li>• <b>Himalayan Style Climbing</b></li> <li>• <b>Ski mountaineering</b></li> </ul>

<b>2.2</b>	<b>MCofS Events</b>
	<p>The Protocol is applicable to the following MCofS events where member volunteers are essential to the running of the event. This list is not exhaustive.</p> <ul style="list-style-type: none"> <li>• Come and Try It Events (Adults and Children)</li> <li>• Introductory mountaineering sessions (Adults and Children)</li> <li>• REALrock ('improver') Sessions (Adults and Children)</li> <li>• MCofS Gatherings that entail mountaineering activities (Adults and Children)</li> <li>• Climbing Competitions (Adults and Children)</li> <li>• Competition Team Training Sessions (Adults and Children)</li> <li>• Workshops / Coaching Sessions (Adults and Children)</li> <li>• International Meets (Adults)</li> <li>• Exchange Meets (Adults and Children)</li> <li>• Club Activity Days (Adults and Children)</li> <li>• Youth Meets (Children / Young Adults)</li> </ul>

<b>3.</b>	<b>Mountaineering Activity Aims</b>
<b>3.1</b>	<b>Events for Adults</b>
	<p>The organisational aspects of an event will be determined by the following aims:</p> <p>Events for Adults aim to:</p> <ul style="list-style-type: none"> <li>• Encourage an environment of personal responsibility and self reliance by bringing together activists and novices utilising 'good practice'</li> <li>• Provide opportunities for people who have an existing interest and experience in climbing, mountaineering and hill walking</li> <li>• Provide a forum for other experienced MCofS members to pass on their knowledge and skills by 'sharing of knowledge'</li> <li>• Provide a forum for progression in their skills and interests in as safe a manner as possible whilst encouraging adventure</li> <li>• Help novices recognise hazards and make assessments of the potential risk, through adventure in a progressive manner</li> <li>• Learn about all aspects of climbing, hill walking and mountaineering including ethics</li> <li>• Take a holistic approach in developing skills and knowledge</li> <li>• Get together in a friendly, supportive environment, to gain experience and to make new friends</li> <li>• Encourage a mentoring process in our sport / activity</li> </ul>
<b>3.2</b>	<b>Events for Children</b>
3.2	<p>Events for Children additionally aim to:</p> <ul style="list-style-type: none"> <li>• Help young people recognise hazards and make assessments of the potential risk through adventure whilst recognising the limitations of their understanding</li> <li>• Empower parents / guardians with the core knowledge and skills to provide support to their children</li> <li>• Provide activities and support that whilst challenging both mentally and physically, will be suitable to the child's abilities and aspirations and not reflect those of well-meaning but overly ambitious organisers or parents</li> <li>• Develop the long term goal of self reliance leading to independence amongst young people</li> <li>• Have fun</li> </ul>
<b>3.3</b>	<b>Health, Fairness and Equality</b>
	<p>In the context of climbing competitions, the MCofS will aim to protect an athlete's right to participate in a drug free sport.</p>

<b>4.</b>	<b>Mountaineering Event Responsibilities</b>
<b>4.1</b>	<b>Event Guidelines</b>
	The MCofS will utilise staff, unpaid volunteers and paid providers as applicable to the event. Each event should have event-specific <i>Organisational Guidelines</i> , Lines of Responsibility, Risk Assessments, Volunteer Registration, Volunteer Declaration, Volunteer and Participant Requirements, Meet Application Forms, Checklists, Activity Rules or Guidance, Codes of Conduct, Feedback Forms, Emergency Procedures, CRB Checks (if applicable), and Parental Consent Forms (if applicable).
<b>4.2</b>	<b>Event Coordination</b>
	One person is required to take overall responsibility for coordinating these elements of the event. This person is regarded as the ' <i>Event Coordinator</i> '. The person in this position has overall responsibility for making sure that all the required organisational activities are completed as detailed in the <i>Event Organisational Guidance</i> , including ensuring that all volunteers helping to deliver the activities as well as participants understand what is required of them and all relevant administration, information and declarations are completed.
	The Event Coordinator will ensure the following: <ul style="list-style-type: none"> <li>• coordination and arrangement of mountaineering events open to all abilities, whose aim is to bring together experienced climbers, walkers and/or mountaineers to share their knowledge, skills and experiences with less experienced novices</li> <li>• support to volunteers by offering help, advice, information and where possible training</li> <li>• volunteers follow the MCofS Volunteering Code of Practice, and Declaration of Interests Code of Practice</li> <li>• where paid providers are contracted by MCofS, these providers must hold the appropriate National Award</li> </ul>
	The Mountain Safety Adviser of the MCofS will assist the Events Coordinator with 'technical support' regarding good practice and ratification of competence.
<b>4.3</b>	<b>Events for Children</b>
	All MCofS events organised for children must take account of the welfare and pastoral care of the children taking part: <b>Child Protection</b> .
	The MCofS Child Protection Policy Statement and the Recommendations for Good Practice that MCofS provide guide the manner in which MCofS events are organised for children and young people under the age of 18yrs. The child welfare element of MCofS events for children and young people will be the responsibility of the MCofS Child Protection Officer or a named, suitable substitute.
	The MCofS organises and delivers two types of event for children: <ol style="list-style-type: none"> <li>1. Events with Parental Involvement <ul style="list-style-type: none"> <li>• These MCofS events will normally require at least one parent to attend at all times</li> <li>• The parent is responsible for the general supervision of the child and their behaviour</li> <li>• Volunteers will NOT be expected to have undergone Disclosure, but will be expected to have completed the Child Protection section of the 'MCofS Host/Volunteer Information Form' [also see the Child Protection Policy]</li> </ul> </li> <li>2. Events with No Parental Involvement <ul style="list-style-type: none"> <li>• In an event where parents are not present, all adult volunteers involved must complete the relevant Child Protection section of the MCofS 'Host/Volunteer Information' Form</li> <li>• If the activity dictates situations where a child will be alone with one or more adults (e.g. multi-pitch climbing) then there is a requirement for an Enhanced Disclosure Scotland Check which must be appended to the Information Form</li> </ul> </li> </ol>

<b>5.</b>	<b>Requirements of Volunteers</b>
	The MCofS would ordinarily expect volunteers who are members but who are not qualified to have experience in what they are coaching, instructing or teaching.
<b>5.1</b>	<b>Volunteer Skills</b>
	<ul style="list-style-type: none"> <li>• Undertake Risk Assessments appropriate to the discipline (as per the MCofS Risk Assessment Guidelines)</li> <li>• Undertake Safe Practice appropriate to the discipline (good practice as outlined in the ML Syllabus)</li> <li>• Have good communication skills in order to pass on sound advice (as required of a teacher or a coach)</li> </ul>
<b>5.2</b>	<b>Events with Clubs</b>
	<ul style="list-style-type: none"> <li>• The MCofS does not require members of clubs to prove competency or qualification when sharing their knowledge with novices within club organised events which pass on skills or techniques between members (including prospective members)</li> <li>• Where the MCofS organises an event in association with a club the MCofS will not require members of the club or other MCofS member volunteers to be qualified</li> <li>• Clubs may employ qualified persons to deliver courses to their members if they so wish</li> </ul>
<b>5.3</b>	<b>Adopted Protocol for Volunteers</b>
	<ol style="list-style-type: none"> <li>1. All participants and volunteers must be members of the MCofS (Club or Individual)</li> <li>2. Volunteers may have certification to the recognised National Awards regarding good practice in the different disciplines, or hold another recognised certificate applicable to their activity and / or volunteers may have extensive personal experience and a level of skill relevant to the activity</li> <li>3. The MCofS will not 'endorse' or assess the competence of these unqualified volunteers, but will gather information regarding their experience and knowledge through personal verification or referees via the 'Host/Volunteer Information Form', details of which will be held with the MCofS Events Coordinator</li> <li>4. All those participating will be required to register their experience on this MCofS 'Events Host/Volunteer Information' Form. These forms may be distributed amongst all participants at an event</li> <li>5. The MCofS 'Events Host/Volunteer Information Form' will include information pertaining to the activity. (Those volunteering for an activity with children who are unaccompanied and who may be in a position of sole responsibility will have to complete the relevant 'Child Protection' section of the MCofS 'Events Host/Volunteer Information' Form)</li> <li>6. All those participating in an event must be aware of and accept the participation statement whether experienced and acting as 'hosts' or as novices</li> <li>7. The decision as to whether a participant relies on the expertise, advice and support of another participant lies with the individual. This is based on the information contained in the MCofS 'Events Host/Volunteer Information Form' or the participants 'Meet Application Form'</li> <li>8. The Event Coordinator shall be responsible for the distribution of information</li> </ol>

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	<p>9. The Event Coordinator will ensure information is provided to all participants (novice, experienced and volunteer) regarding the key aspects of safety at the selected venue and the type of activity [e.g. venue risk assessment, group management, coaching information]. Further information will be available from a dedicated webpage</p> <p>10. It is the responsibility of the Event Coordinator to set the tone and culture of the event based on the aims described above</p> <p>11. The MCofS will offer ‘volunteer attendance events’ to help educate and inform (coach) volunteers for those wishing to pass on knowledge in this manner</p> <p>12. Volunteers who have attended such events will not be certified</p> <p>13. Partnership bodies (or commercial enterprises) who are responsible for delivery of events with the MCofS need to be in membership</p> <p>14. The MCofS will evaluate its events through participant / volunteer feedback forms (including children)</p>
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<b>6.</b>	<b>Reference Material</b>
<b>6.1</b>	<b>Volunteering</b>
	MCofS Volunteering Code of Practice ( <a href="http://www.mcofs.org.uk/volunteeringcop.asp">http://www.mcofs.org.uk/volunteeringcop.asp</a> )
	MCofS Declaration of Interests Code of Practice ( <a href="http://www.mcofs.org.uk/declarationcop.asp">http://www.mcofs.org.uk/declarationcop.asp</a> )
<b>6.2</b>	<b>Child Protection</b>
	MCofS Child Protection Policy and Guidance ( <a href="http://www.mcofs.org.uk/child-protection.asp">http://www.mcofs.org.uk/child-protection.asp</a> )
	2006 Accord for the Protection of Children in sport ( <a href="http://www.mcofs.org.uk/gov-child-advice.asp">http://www.mcofs.org.uk/gov-child-advice.asp</a> )
	Scottish Government Parent Checklist ( <a href="http://www.mcofs.org.uk/gov-child-advice.asp">http://www.mcofs.org.uk/gov-child-advice.asp</a> )
<b>6.3</b>	<b>Events for Children</b>
	Children: Hill Walking, Climbing and Mountaineering Information for Parents – an MCofS information brochure describing progression and pathways. ( <a href="http://www.mcofs.org.uk/kids.asp">http://www.mcofs.org.uk/kids.asp</a> )
	Youth Climbing Series Area Youth Coordinator Pack: (the following documents are specific to the YCS events and are available as pdf’s from a dedicated AYC page at: <a href="http://www.mcofs.org.uk/aycinfo.asp">http://www.mcofs.org.uk/aycinfo.asp</a> ) YCS Organisational Guidelines; YCS Rough Guide; YCS Rules; YCS Responsibility Chart; YCS Checklist; YCS Belaying Guidance; YCS Route-setting Guidance; YCS Volunteer Registration; YCS Photography Registration
<b>6.4</b>	<b>Fairness and Equality</b>
	The World Anti-doping Code ( <a href="http://www.uk sport.gov.uk/pages/world_anti_doping_code">http://www.uk sport.gov.uk/pages/world_anti_doping_code</a> ) MCofS Articles of Association 2.9

## Part 2: THE HOW

<b>1.</b>	<b>Introduction</b>
<b>1.1</b>	<b>Guidelines for Running a Mountaineering Event</b>
	The success of an event depends on good organisation that requires planning. The purpose of this document is to give guidance to those organising hill walking, climbing and mountaineering activities for the MCofS, regarding the planning of an event.
<b>1.2</b>	<b>Event Type</b>
	There are three distinct types of mountaineering event organised by the MCofS: <ol style="list-style-type: none"> <li>1. Events which involve adult participants of relatively equal ability and experience: international meets, exchange meets etc. (Host / Guest events)</li> <li>2. Events which involve experienced adult volunteers helping adult novices (Volunteer / Participant events)</li> <li>3. Events involving Children: these can involve a range of situations as described in (2.) above or elite level children (e.g. British Team) being coached. They may be accompanied (supervised) by parents or not (Youth Events)</li> </ol>
	Although each event will be different in detail and will have event-specific requirements, the following list of action points in Part1 are common to all events.
	The additional requirements of an event designed for children and vulnerable adults are outlined separately in Part2.

<b>2.</b>	<b>PART 1: MCofS Events</b>
<b>2.1</b>	<b>Event Structure</b>
	The following items ensure the event's smooth running. <ul style="list-style-type: none"> <li>o Identify the Aims of the meet</li> <li>o Identify the roles and responsibilities of those on the meet</li> <li>o Draw up an itinerary including transport arrangements</li> <li>o Draw up information about the event, activities to be conducted and equipment required for publicity and applicants</li> <li>o Identify and confirm the volunteers who will help deliver the event</li> <li>o Undertake risk assessments of the venues</li> <li>o Identify emergency procedures</li> <li>o Identify alternative activities (for bad weather etc.) and contingencies</li> <li>o Undertake all administrative requirements including application forms &amp; volunteer forms and process them</li> <li>o Hold pre-meet Host / Volunteer briefing (or circulate relevant information)</li> <li>o Hold pre-meet Participant Briefings (or circulate relevant information)</li> <li>o Hold Meet check-in / arrival briefing</li> <li>o Hold Daily briefings covering the day's arrangements</li> <li>o Hold end of event briefing</li> <li>o Ensure all participants have safely completed the event</li> <li>o Gain feedback from all participants</li> <li>o Perform an evaluation</li> </ul>
<b>2.2</b>	<b>Aims</b>
	The MCofS Protocol outlines the overall aims of all MCofS Mountaineering Event Activities. The meet is conducted and organised in a manner which meets those aims, for example selecting the venue which best suits the desired outcome, selecting volunteers with the required experience and skills etc.

<b>2.3</b>	<b>Key Roles and Responsibilities</b>
	<p>One person is required to take overall responsibility for coordinating all elements of the event. This person is regarded as the '<i>Event Coordinator</i>'. The <i>Events Coordinator</i> will also decide on the specific aims of a particular meet / activity. This person has overall responsibility for making sure that the required organisational activities detailed in this paper are completed.</p> <p>This includes ensuring that all volunteers helping to deliver the activities, as well as participants on a meet understand what is required of them.</p> <p>This person will ensure that all relevant administration is undertaken, information is distributed and all declarations are completed.</p> <ul style="list-style-type: none"> <li>• The <i>Events Coordinator</i> will ordinarily be the MCofS Development Officer</li> <li>• The volunteers delivering the activity are responsible to the <i>Events Coordinator</i></li> <li>• When the Development Officer's presence is not required or not possible, the <i>Events Coordinator</i> role on the day may be taken by a volunteer (e.g. an <i>Area Youth Coordinator</i>). In these circumstances, this person will be responsible to the Development Officer</li> <li>• For larger events it may be necessary to have one volunteer act as an <i>Activity Coordinator</i> to help the <i>Events Coordinator</i> ensure volunteers undertake their allotted roles (e.g. chaperones, belayers, drivers, administration helpers etc)</li> <li>• Further to this there should be a designated contact at the MCofS in the event of emergencies (normally the Senior Officer)</li> </ul> <p>A responsibility chart should be drawn up for the event by the <i>Events Coordinator</i> detailing the respective roles and lines of responsibility and made available to all volunteers and participants</p>
	See <b>Appendix 1</b> for a template example of a <i>Responsibility Chart</i>
<b>2.4</b>	<b>Participation</b>
	It is important that all participants have read, understood and accepted the MCofS Participation Statement. Consent forms must include an acceptance of this risk
<b>2.5</b>	<b>Itinerary</b>
	The <i>Event Coordinator</i> will draw up an itinerary for the event to be distributed to participants and volunteers. This would include the selection of the most suitable venue from which the itinerary can then be arranged: what day, date and time for the activity; transport arrangements including checking drivers insurance etc.; organising meeting points if required.
<b>2.6</b>	<b>Volunteers</b>
	<p>The <i>Event Coordinator</i> will normally identify and confirm the volunteers who will help deliver the event. This may be done through a request for volunteers (as hosts for an exchange meet for example) or to members within a club, or by direct contact to those members offering their volunteer services. Pre-meet information about the skills and experience required of any volunteer / host for a particular event should be made explicit. In all cases the prospective volunteers should complete the <i>Host / Volunteer Information Form</i>. From this the expertise of volunteers can be confirmed or otherwise by the <i>Event Coordinator</i>.</p> <p>In most instances, a MCofS Mountaineering Event will require volunteers to supply their own specialist equipment suitable for the event. The detail of this requirement should be made clear in the information about the event and the activities to be conducted. Obviously supply of personal equipment for personal use as well as use by novices who may not have their own equipment must be part of the arrangements.</p>
	See <b>Appendix 2</b> for a template example of a <i>Host / Volunteer Information Form</i>

<b>2.7</b>	<b>Risk Assessments</b>
	Pre-meet site visits should be conducted and risk assessments of each site made. All volunteers / hosts must have access to these site-specific risk assessments. Risk assessments should also be available for transport and accommodation. Selected 'alternative plans', for example for bad weather, should also be included in any risk assessment. Emergency Procedures in case of accident should be included.
	See <b>Appendix 3</b> for a template example of a <i>Risk Assessment Form</i>
<b>2.8</b>	<b>Volunteer &amp; Participant Information</b>
	There are differing requirements for the two different type of participant: those undertaking volunteer work in delivering the event on behalf of the MCofS or club, and those participating as guests or novices. For both it is important to gain information about the expertise and skills which relate to the event. This information is gained from <i>Host / Volunteer Information Forms</i> . <i>Meet application Forms</i> for participants should also request similar information that is specific to the event, particularly experience and levels of climbing ability and specialist equipment. For events which involve adult participants of relatively equal ability and experience, for example international meets, exchange meets etc. the information gained from the forms can be circulated amongst all participants as a method of allowing equals to judge the climbing experience of each other. For events which entail experienced volunteers helping relative novices, information about the volunteer's could, at the very least, be made available upon request. This is especially important for events with young people when parents should have access to such information. See Part 2: Children's Events.
<b>2.9</b>	<b>Activity Information</b>
	Good clear communication with participants and volunteers regarding all information is vital. This starts with publicised information about the event, the itinerary for the event, the roles and responsibilities of the various personnel involved, the equipment requirements for both volunteers and meet guests / participants, any travel requirements and emergency procedures. 'Activity Rules' or 'Codes of Conduct' may be helpful when the event includes complete novices and children. These need only be appended to information. It is important to hold a pre-meet Host / Volunteer briefing (or if a meeting is not possible, to circulate relevant information and communicate by email or phone). A separate pre-meet briefings for participants (or circulate relevant information) is also important to ensure they understand what they require for the event. It is helpful to hold a check-in / arrival briefing and end of event briefing. For multi-day events daily briefings covering the day's arrangements are vital to ensure smooth running. <i>Activity Checklists</i> for Event Coordinators and other volunteers should be made available.
	See <b>Appendix 4</b> for a template example of a <i>Mountaineering Events Checklist</i>
	See <b>Appendix 10</b> for a list of expected behaviour in the <i>MCofS Codes of Conduct</i>
<b>2.10</b>	<b>Emergency Procedures</b>
	It is important that all volunteers delivering at events are aware of the emergency procedures and the person responsibility for different elements of it. The <i>Responsibility Chart</i> helps detail this. It is recommended that a First Aid Certificate holder and a First Aid Kit is available at a meet.
	See <b>Appendix 5</b> for the MCofS <i>Emergency Procedures Information</i>
<b>2.11</b>	<b>Feedback Forms</b>
	It is essential to gain feedback about the meet, its administration and whether it achieved its aims.
	See <b>Appendix 6</b> for a template <i>Feedback Form</i>

<b>3.</b>	<b>PART 2: Children's Events</b>
	The action points described above are all relevant to an event concerning children along with the following additional items:
<b>3.1</b>	<b>Participation</b>
	<ul style="list-style-type: none"> <li>○ Parents and carers must be happy with their children being involved in the activity with an understanding of the <i>MCofS Participation Statement</i>.</li> <li>○ Parents need to understand what their children are doing and give their consent. Making them aware of the general information contained in the MCofS Booklet, "<b>Children: Mountaineering, climbing and hill walking – A Parental Guide</b>" is an important first step and more detailed descriptions of the activity to be undertaken on the event, relating to the information in the booklet may also be helpful. Completion of the MCofS Parental Consent Form is therefore important in this process.</li> <li>○ Most importantly, parents and carers need to be informed that their children will be mountaineering (climbing or walking) with experienced, but not necessarily qualified, volunteers or members of a club and no 'formal qualified' instruction will be given.</li> </ul>
<b>3.2</b>	<b>Guest / Novice Details</b>
	It is important to ascertain the skills and experience levels of the children prior to the event. If the child is not known by the event organisers, this is best secured through the <i>Application Form</i> . This information can then be used to help the Event (or Activity) Coordinator decide what level of activity to undertake and who will climb with whom – based on experience and known abilities.
	See <b>Appendix 7</b> for a sample <i>Youth Event Application Form</i>
<b>3.3</b>	<b>Child Welfare</b>
	<ul style="list-style-type: none"> <li>• Adults volunteering on the meet must read and operate in accordance with the <i>MCofS Child Protection Guidelines</i>. This includes information about good practice behaviour with children, activities to be avoided, dealing with bullying, the use of photographic material and consent thereof and what to do in the event of an allegation of abuse. Complaints or allegations of any sort should be made to the Events Coordinator in the first instance, who shall report to the MCofS Child Protection Officer as per the guidance.</li> <li>• The aspirations and Aims detailed in the <i>Mountaineering Events Protocol</i> specific to children need to be understood, particularly that the event is for the children and their needs, and not those of adult volunteers or over-ambitious parents, and the ultimate aim to help children become self-reliant.</li> <li>• The activities undertaken by the volunteer, and the venue selected, should be part of a progressive approach to develop their skills and judgement (see "<b>Children: Mountaineering, climbing and hill walking – A Parental Guide</b>").</li> <li>• Parental Consent Forms containing medical requirements for individual needs are to be lodged with the Event Coordinator and known by volunteers.</li> <li>• All participants need to be suitably clothed for the planned activities and weather conditions.</li> <li>• Constant safety checks (knots, harness, belay etc) are needed with novice children.</li> </ul>

3.4	<p><b>Volunteer / Host Skills</b></p> <ul style="list-style-type: none"> <li>• Event volunteers need to operate in line with accepted good practice.</li> <li>• Event volunteers need to be operating well within their own personal limits at all times when volunteering with novice children.</li> <li>• Volunteers need to be able to understand the risk-assessments for the activity and the event. They need to build up an understanding of risk assessment by the children during the activity by pointing out hazards and explaining what is being done to avoid or cope with them. These need to be constantly re-assessed (dynamic risk assessment - see the <i>MCoFS Risk Assessment Guidance</i>).</li> <li>• First Aid kits should be available and ideally one adult trained as a first-aider should be available for any event.</li> </ul>
3.5	<p><b>Working with ‘Unsupervised’ Children</b></p> <p>See the <i>MCoFS Child Protection Guidelines</i> and the advice in the MCoFS Booklet “<b>Children:</b> Mountaineering, climbing and hill walking – A Parental Guide”. If children are undertaking a day event or an event requiring a residential stay without their parents/carers then adult volunteers are required by law to have Enhanced Disclosure Checks. It is the responsibility of the volunteer to obtain these. For events with parental attendance / contribution and in circumstances where no adult volunteer will be left in ‘sole charge’ of a child, this is not required. However, the MCoFS would retain the right to contact possible referees.</p>
3.6	<p><b>Discipline and Complaints</b></p> <p>To be able to participate in mountaineering, climbing or hill walking in a safe manner requires participants to be self reliant and responsible for their own actions as well being part of a team (albeit a climbing team may only be a team of 2) and take responsibility and care for each other. For this reason novices to the activity must be made aware that their conduct must reflect this ethos.</p> <p>It is expected therefore that discipline will not be an issue at most events, but the following information will help clarification:</p> <ul style="list-style-type: none"> <li>• Codes of Conduct should be supplied with information to participants / parents</li> <li>• Volunteers should be able to maintain discipline and make sure that participants conduct themselves appropriately</li> <li>• The Events Coordinator is responsible, in consultation with others in a role of responsibility in deciding whether a breach of conduct is serious enough to warrant termination of attendance at the event</li> <li>• If it is decided to remove a child (or parent) from the event, details must be noted</li> <li>• At an event with parental attendance, it is the responsibility of the parent to ensure good conduct and supervision of the child when not directly undertaking the activity</li> </ul> <p>See <b>Appendix 8</b> for <i>Children’s Events Procedural Steps</i></p> <p>See <b>Appendix 9</b> for <i>Children’s Checklist</i></p> <p>See <b>Appendix 10</b> for <i>Codes of Conduct</i></p>

<b>4.</b>	<b>Appendices</b>
	Samples and template versions of the various forms are contained in the appendices.
<b>Appendix 1</b>	a template example of a <i>Responsibility Chart</i>
<b>Appendix 2</b>	a template example of a <i>Host / Volunteer Information Form</i>
<b>Appendix 3</b>	a template example of a <i>Risk Assessment Form</i>
<b>Appendix 4</b>	a template example of a <i>Mountaineering Events Checklist</i>
<b>Appendix 5</b>	the MCoS <i>Emergency Procedures Information</i>
<b>Appendix 6</b>	a template <i>Feedback Form</i>
<b>Appendix 7</b>	a sample <i>Youth Event Application Form &amp; Parental Consent</i>
<b>Appendix 8</b>	<i>Children's Events Procedural Steps</i>
<b>Appendix 9</b>	<i>Children's Checklist</i>
<b>Appendix 10</b>	<i>Codes of Conduct</i>

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